



# **INTERNATIONAL VA ' A FEDERATION**

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# **CHARTER**

**THE INTERNATIONAL VA' A FEDERATION  
CHARTER  
Amended on July 31st, 2006**

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## **I - NAME AND LOCATION**

- 1.1. The name of the Federation is the International Va'a Federation (IVF). In French it is the Federation Internationale de Va'a. The abbreviation IVF will be used throughout this document.
- 1.2. The location of the principal office of the IVF shall be the place in which the President resides unless determined otherwise by the Board of Directors (Board).

## **II - PURPOSES**

- 2.1. The purposes of the IVF shall be:
  - 1) To develop, promote and encourage the practice of paddling va'a for competitive and recreational purposes throughout the world;
  - 2) To create and foster friendship among the peoples who practice the sport of va'a;
  - 3) To establish and enforce regulations for international va'a racing competition;
  - 4) To sanction international championship va'a competition in the spirit of the Olympic Games;
  - 5) To have va'a racing a sport included in regional international competitions leading to the Olympic Games.

## **III - ORGANIZATION**

- 3.1. The organization of the IVF shall consist of the :
  - Membership,
  - Board of Directors (the Board),
  - Executive Committee
  - Committees.

The Congress includes all Members of the IVF (A, B & C) which meets once every quadrennial.

## **IV - LANGUAGE**

- 4.1. The official languages of the IVF are English and French.
- 4.2. In English, the word "shall" is mandatory and the word "may" is permissive.
- 4.3. When sitting at any meeting, the delegates may use their own language, provided the translation into one of the official languages is ensured.
- 4.4. The Charter, rules and regulations, minutes, reports and other information shall be given in English and French.
- 4.5. In all cases when divergence is raised about the interpretation of the text, the English or French version shall provide proof.

## **V - TERM**

- 5.1. The IVF shall be perpetual in duration.

## **VI - MEMBERSHIP**

### **6.1 Eligibility**

- 1) Membership may be granted to the national controlling authority (representative association) of the va'a sport in a given Nation. Currently existing IVF Members are still recognized. New applicant(s) must be national federation(s). New applicant(s) to the IVF that reside within a nation represented by one or more members must join the closest member of that nation.
- 2) Application shall be made to the IVF Secretary General. The application shall include:
  - a. The name of the proposed Controlling Authority (Member);
  - b. Information on the legal status, organization, membership, races and leadership of the proposed controlling authority;
  - c. legal recognition from either, the Minister for Sports, or the National Olympic Committee; all exceptions will be evaluated on case-by-case basis and;
  - d. The payment of dues.

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- 3) Election of a Member to membership shall be by a resolution of the Board which shall take into consideration the status of the sport and the controlling authority.
- 4) The Board may, by a two-thirds (2/3) vote of the entire Board, replace the existing member (or Controlling Authority) with a new member who is deemed to be the more appropriate organization to represent that Nation.
- 5) Any Member who wishes to withdraw from the IVF will inform the Board with a three (3) months' notice.

**6.2. Initial Areas and Charter Members are:**

- 1) California      The Kalifornia Outrigger Association (KOA)
- 2) Hawaii          The Hawaiian Canoe Racing Association (HCRA)
- 3) Tahiti           Federation Francaise de la Pirogue Polynesienne (FFPP)

**6.3. Membership Classifications** – There shall be three (3) membership classifications.

- 1) Class A – Members have one representative on the Board who may cast two votes.
- 2) Class B – Members have one representative on the Board who may cast one vote.
- 3) Class C – Members have no representative on the Board.

**6.4. Membership Determination**

- 1) The Board shall determine which Members are eligible for Class A status. In determining whether a Member is eligible for Class A status the Board shall take into account the following:
  - a. The Legal recognition of the Public and Sports Authorities as defined in 6.1.2.c
  - b. The number of paddlers, clubs, and subassociations.
  - c. The number of canoes, competitions and paddling sites
  - d. The quality of the competition as measured by results at the World Competitions and other international races recognized by IVF.
  - e. The organizational status & ability to contribute to IVF's governance.
  - f. The potential of the Nation from which the association is applying.
- 2) Members who are eligible for Class A status may choose a lesser membership classification.
- 3) Any IVF Member may elect to be a Class B or C Member.
- 4) The Board may interpret or specify in more detail the criteria above in order to measure the worthiness of a Member's classification.
- 6) Only the Board may declare a Member eligible for Class A status, but the President may accept a new Class B or C Member at any time, subject to Board approval at their next meeting. Members may not switch classifications without Board approval.

**6.5 Dues, Assessments and Rejoining Fees**

- 1) Dues are payable on the first day of the fiscal year of the IVF. The Board shall set the dues for the Class A Members and penalties for late payment. The dues for Class B Members shall be 50% of the dues for Class A Members. Dues for Class C Members shall be 10% of Class B Members.
- 2) Rejoining fees shall be the same as the dues for Class A Members. Any Members that withdraws from the IVF must, subject to Board forgiveness, pay the rejoining fee if it wants to rejoin.
- 3) Subject to any cancellation by the Board, no Member shall be entitled to any of the rights or privileges of membership or to be represented at any meeting until all monies owed have been paid.

**6.6 Non Members** – In order to be eligible to compete in an IVF sanctioned event, clubs or individuals located outside a Membership Country must pay as a fee the amount of dues a Class C Member pays in addition to the entry fee.

**6.7. Termination**

- 1) The Board may, for good cause, by a two-thirds (2/3) majority vote of the entire Board, and, at any time, cancel or suspend the membership of any Member, provided that the Member has been given the opportunity to answer charges against it.
- 2) Any proven acts of discrimination by a member shall cause said member to be expelled.

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**VII - BOARD OF DIRECTORS**

**7.1. Composition and Appointment**

- 1) The IVF shall be governed by the Board of Directors. Each Class A Member is entitled to appoint one Board Member who has two (2) votes and each Class B Member is entitled to appoint one Board Member who has one (1) vote.
- 2) Each Class A and B Member must appoint two (2) alternates who are neither other Board members or alternates. They are the only people allowed in place of the Board Member unless approved otherwise by the President in extenuating circumstances.
- 3) The term of office of each Director shall be for 4 years and run concurrently with the terms of office for the Officers of the Federation. However, a Member may replace its Director or Alternates at any time by notifying The Board in writing by the President or other empowered executive of a Member when there is an appointment of or a change in a Director or Alternate Director.
- 4) When unable to attend a meeting, A Director or Alternate Director may notify the secretary in writing of: a. the name of the Alternate or, the name of another Director who will represent the absent Director by Proxy.
- 5) Every Director or Officer of the IVF shall be indemnified by the IVF against reasonable liabilities incurred in connection with any proceeding of whatever nature in which the Director or Officer is involved due to being a Director or Officer unless willful misconduct or willful negligence toward the IVF is adjudged in the proceeding.

**7.2. Functions and Proceedings**

- 1) Directors are expected to represent a wider view than merely representing the Area they come from, and in exercising their votes they shall consider the interest of the sport throughout the world as a whole.
- 2) The Board shall manage the affairs of the IVF and control its funds in accordance with this charter and shall take such steps as it may consider necessary or desirable for the promotion of the purpose.
- 3) A majority of Directors shall form a quorum for the conduct of business. A majority of the votes cast is necessary (and sufficient) for the adoption of any motion that is in order unless otherwise defined in the Charter.
- 4) The Board shall have the power to make and to amend the Regulations to carry out the purposes of the Charter and provided that the Regulations shall not be in conflict with the Charter.
- 5) The Board may authorize non-voting observers and technical advisors to attend and partake in their meetings.
- 6) The Board shall establish the fiscal policies of the IVF and insure that they are carried out.
- 7) The Board shall hold an annual meeting as designated by the Board in one of the Areas. In the year when terms of office expire, Directors will be appointed and Officers elected.
- 8) At least sixty (60) days written notice shall be provided for each Board meeting. Notice must be sent by certified airmail or be given in person.
- 9) Other meetings may be held on the call of the President or one third (1/3) of the Directors.

**VIII - OFFICERS**

**8.1 General**

- 1) The Officers of the IVF shall be President, one or more Vice Presidents, a Secretary General and a Treasurer.
- 2) No individual may hold two (2) offices.
- 3) An officer may be a director, but is not required to be one. An officer who is not a director has no voting privileges.
- 4) The Board may authorize and approve appointments to the office of Assistant Secretary and Assistant Treasurer.
- 5) The President, with the approval of the Board, may also direct the hiring of permanent or temporary employees, consultants or agents.
- 6) The Officers shall be elected by the Board at the annual Congress, by a majority vote by those members present, no proxies allowed.

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- 7) The term of office for each Officer shall be for four (4) years commencing with the first day of January in the year following the election. All of the Officers are eligible for re-election.
- 8) In the event of a vacancy occurring in any of the offices, the President, with Board approval, may appoint a successor to assume the duties of the vacant office until an election is held.

**8.2 President's Duties**

- 1) The President shall be the Chief Executive Officer of the IVF.
- 2) The President shall call and preside at all Congress, Board and Executive meetings.
- 3) He is the Ordonator of IVF Finances
- 4) The President shall have such powers and duties as are given in this Charter and as may be assigned by the Board or the General Membership.

**8.3. Vice President's Duties**

- 1) Vice President: The Vice Presidents in their order of rank shall assume and perform the duties of the President in the absence or disability of the President or whenever the office of President is vacant.
- 2) Each Vice President shall have such other powers as are given in this Charter or as may be assigned by the President or the Board.

**8.4. Secretary General's Duties**

- 1) The Secretary General shall be the administrative director of the IVF, and shall be responsible for its smooth functioning.
- 2) The Secretary General shall keep an accurate and complete record of the IVF, and shall be in charge of storing and making available all of the IVF's files, including:
  - a. Minutes of all Board and committee meetings,
  - b. the Charter,
  - c. the race rules,
  - d. race results,
  - e. reports and
  - f. correspondence.
- 3) The Secretary General shall be responsible for seeing that minutes of the Board and General Membership meetings are taken and circulated, proper notice of Board meetings are given, and correspondence is conducted promptly.
- 4) The Secretary General shall have such other powers as are given in this Charter or as may be assigned by the President or the Board.

**8.5. Treasurer's Duties**

- 1) The Treasurer shall keep or superintend the keeping of all financial books and accounts of the IVF in a thorough and proper manner, and shall render financial statements in such form and as often as required by the Board.
- 2) The Treasurer shall have custody of all funds, notes, bonds and other evidences of property of the IVF, and shall deposit in the IVF's name all monies or other valuable effects in such banks or other depositories approved by the Board.
- 3) The Treasurer shall make such disbursements as the regular course of the business of the IVF may require or the Board or President may order.
- 4) The Treasurer shall have such other powers as are given in this Charter or as may be assigned by the President or the Board.

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**IX COMMITTEES**

**9.1. General**

- 1) IVF Committees are consultative bodies directed by the Board of Directors.
- 2) The IVF shall have the following Standing Committees, which may be increased or decreased as the Board directs:
  - a. Equipment and Course
  - b. Promotion and Information
  - c. Race Organization
  - d. Race Rules
  - e. Medical
  - f. Adaptive Paddler
  - g. Va'a Education and Development

**9.2. Composition of Standing Committees**

- 1) Each Committee shall be composed of six (6) members.
- 2) Chairs and members shall serve four (4) year terms, and may be re-appointed.
- 3) Committee chairs are Board appointed from nominees by Members.
- 4) Four (4) Committee members are appointed by the Chairs, with Board approval.
- 5) Each Committee shall have no more than one member per Area.
- 6) No person may be named to more than two (2) Committees.
- 7) The President is a member on all Committees, and an exception to #s 5) & 6).
- 8) Chairs and members may, but need not, have another IVF position.
- 9) The President, with two-thirds (2/3) approval of the entire Board, may replace any chair or member deemed not to be properly doing the job.

**9.3. Proceedings of Standing Committees**

- 1) Committees shall meet at least one time per year, in conjunction with Board meetings or at other times.
- 2) Committees are encouraged to conduct much work through communications other than at meetings, and shall submit reports for Board approval.
- 3) At any in person meeting of a Committee; any Board member, member of another Committee or credentialed representative of an IVF Member may participate without vote in the meeting, the extent of participation being at the chair's discretion.
- 4) The Committee chairs' shall lead and control the Committees, and are responsible for keeping the Secretary General informed of Committee activities.

**9.4. Duties of the Equipment and Course Committee:**

- 1) Develop and revise as necessary the specifications for equipment, particularly the va'a, used in IVF World Championships and other IVF related events.
- 2) Communicate with the Race Rules Committee to insure that relevant specifications are included in the Race Rules, and act as interpreter for any questions or disputes that may arise.
- 3) Communicate with the Race Organization Committee to deal with the technical aspects of race course layouts, working with race organizers to insure optimum race courses.
- 4) Consider safety as a principal concern of the IVF.

**9.5. Duties of the Promotion and Information Committee:**

- 1) Promote the spread of va'a racing by working to develop and publicize it, particularly in areas where the sport is new or is in its early stages of development.
- 2) Work toward the ultimate goal of va'a racing's inclusion in the Olympic Games, through its expansion and by being in communication with appropriate international federations and officials in order to be aware of the required criteria.
- 3) Collect and store information on all aspects of va'a.
- 4) Develop and oversee appropriate IVF publications and information dissemination.

**9.6. Duties of the Race Organization Committee:**

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- 1) Develop, evaluate and refine criteria for staging IVF World Championships and other international events, both sprint and marathon.
- 2) Review and report to the Board the progress and compliance with IVF criteria of all IVF World Championships from the start of the bid process until the final report.
- 3) Develop the methods and guidelines for the IVF to use in selecting sites and organizers for IVF World Championships.
- 4) Assist race organizers in staging international events as need be.
- 5) Work with the Race Rules Committee on items, such as race events, that pertain to race organization issues.

**9.7. Duties of the Race Rules Committee:**

- 1) Develop and revise as necessary rules for IVF World Championships.
- 2) Interpret IVF Race Rules if need be.
- 3) Develop race rules for other international events as directed by the Board.

**9.8. Duties of the Medical Committee:**

- 1) Develop and revise as necessary a policy on illegal, dangerous and performance enhancing substances, taking into account the policies of the IOC and other international bodies.
- 2) Collect and disseminate information on training methods and health hazards of the sport.

**9.9. Duties of the Adaptive Paddler Committee:**

- 1) Develop, evaluate and refine criterias for integration of Adaptive Paddler in IVF Wworld Event.
- 2) Collect and disseminate information on training methods and health hazards of the sport.

**9.10. Duties of the Va'a Education and Development Committee:**

**9.11. Special Committees**

Special Committees, formed for a specific purpose and dissolved upon completion of that purpose, may be created and have members appointed by the Board.

**X - AMENDMENTS**

- 10.1 Amendments to this Charter may be offered by any Member of the Board, who shall prepare them in proper form and submit them to the Secretary General who shall then mail them to all Members of the Board of Directors at least thirty (30) days prior to the date of a meeting. This notice shall show the present text and proposed amendments.
- 10.2 This Charter may be amended by a two-thirds (2/3) vote of the entire Board of Directors at any meeting.
- 10.3 The voting may occur at any Board meeting, or at the Board's discretion by mail, fax, email or combination thereof.

Adopted at Papeete, Tahiti, December, 1981. The undersigned are delegates, Members and founders of this Federation.

Emile Vernaoudon (Tahiti)	Mary Jane Kahanamoku (Hawai)	Leslie T. Davis (California)
Melvin D. L. Kalahiki (Hawaii)	Leo E. Obrien (California)	Jacques Bonno (Tahiti)
Gaylord Wilcox (Hawaii)	Georges Estall (Tahiti)	Billy Whitford (California)

Amended in October 1985, August 1988, October 1989, October 2002 and July 31<sup>st</sup> 2006 (Sacramento)

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